

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE INSTRUCTION 11-202, VOLUME 2**

**AIR FORCE SPACE COMMAND  
Supplement 1**

**2 JANUARY 2002**

**Flying Operations**

**AIRCREW STANDARDIZATION/  
EVALUATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is HQ AFSPC/DOMH (Maj Rick Wickum). This supplement implements and extends the guidance of **AFI 11-202, Volume 2, Aircrew Standardization/Evaluation Program**. The AFI is published word-for-word without editorial review. The Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's Procedures for use in conjunction with the Basic AFI. This supplement establishes the Aircrew Standardization/Evaluation (Stan/Eval) program for AFSPC flying activities. This supplement applies to all AFSPC commanders of flying units, Numbered Air Force (NAF) and unit flight examiners and aircrew personnel. This supplement does not apply to Air National Guard or Air Force Reserve Command Units. AFSPC units will send all AF Form 847, **Recommendation for Change of Publication**, for this publication to Twentieth Air Force Helicopter Operations Section (DOH) for coordination. Twentieth Air Force will forward the Air Force Form 847 to Headquarters Air Force Space Command, Airfield and Aviation Operations Branch (HQ AFSPC/DOMH), 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4200. Upon receipt of this integrated publication disregard the Air Force Basic publication.

**SUMMARY OF REVISIONS**

This supplement corrects office symbol information. A bar ( | ) indicates a revision from the previous edition.

2.2.1. The Headquarters Air Force Space Command Director for Operations (HQ AFSPC/DO) is responsible for the overall management of the H-1 stan/eval program. HQ AFSPC/DOMH assumes all lead command responsibilities for H-1s and is the waiver authority for this supplement except when delegated otherwise. AFSPC units will forward waivers to this instruction through \*20 AF/DOHV/DOH to HQ AFSPC/DOMH.

2.2.1.2. AFSPC is designated as the lead command for the H-1 Mission Design Series (MDS). HQ AFSPC/DOMH is responsible to coordinate and manage AFI 11-2H-1, Volume 2, ***H-1 Aircrew Evaluation Criteria***.

2.2.1.2.2. AFSPC units will send all AF Forms 847 for this publication to 20 AF/DOHV for coordination. Twentieth Air Force will forward the AF Forms 847 to HQ AFSPC/DOMH for MAJCOM coordination.

2.2.1.3. As the H-1 lead command, HQ AFSPC/DOMH convenes inter-command conferences, as necessary, to address common stan/eval issues.

2.2.1.7.2. HQ AFSPC/DOMH ensures AF Forms 847 common to the H-1 fleet, are coordinated through all applicable MAJCOMs before forwarding to the appropriate OPR for adoption. The AF Form 847 coordination can be accomplished at the Flight Manual Command Review Conference (FMCRC) held prior to the Flight Manual Review Conference (FMRC). More timely coordination will be used for urgent AF Form 847 items.

2.3.2. 20 AF/DOH will determine the level of qualification and/or certification of all 20 AF flying positions.

2.3.3. (Added) 20 AF/DOHV will provide the NAF helicopter stan/eval function for 14 AF units.

2.6.1.1. 20 AF will conduct Combat Capability Assessments IAW guidance set forth in 20 AF Instruction 90-1. Other Higher Headquarters inspections will be IAW applicable directives. AFSPC/DOMH will facilitate coordination with the AFSPC/IG to ensure HFs are inspected during ORIs/NSIs at Space Wings with helicopter assets as necessary IAW AFI 90-201, ***Inspector General Activities***, and AFSPCCL 11-1, ***Helicopter Operations***.

2.6.2.1. (Added) H-1 Informal Visits. 20 AF/DOH may conduct periodic stan/eval visits, augmented by HQ AFSPC/DOMH when feasible.

2.6.2.1.1. (Added) These informal, ungraded visits review various facets of the unit stan/eval program ensure standardization between units and provide feedback for improvement to the unit.

2.6.2.1.2. (Added) Flight evaluations may be conducted at the request of the unit.

2.6.2.1.3. (Added) Flying for currency on training and support flights is encouraged.

2.6.2.1.4. (Added) A written report is not required.

2.7.1. Normally, a SAV will only be conducted to check corrections to problem areas identified on a prior inspection. Units self-identifying a problem area will coordinate SAVs through 20 AF/CV. A SAV is conducted similarly to a stan/eval visit; however, requesting units must identify specific areas, problems or information to be covered during the SAV.

3.1. HF/CCs or equivalent assumes responsibility for execution of the following:

3.2. Not applicable for Hfs.

3.3.1. Standardization is ensured through 20 AF stan/eval visits, staff assistance visits and HHQ formal inspections.

3.3.1.1. See Attachment 4.

3.3.1.4.4. 20 AF will collect trend information from AFSPC helicopter units, and disseminate common areas of concern back to the units. Trend information will be included in the quarterly FCB for review by

all aircrew members. When required, an OPR will be assigned by HHQ to address negative trends, and to offer a remedy. Suspenses for trend corrective actions will be determined by 20 AF DOH.

3.3.1.6. Conduct SEBs no later than the end of the first week following each quarter (use fiscal year calendar for numbering the quarters). Units will forward copies of their quarterly SEB minutes to 20 AF/DOHV no later than the end of the first week following the unit SEB (within 2 weeks of the end of the quarter). Include electronic copies of AFSPC Form 154, **Aircrew Evaluation Data**, and AFSPC Form 155, **Aircrew Testing Data**. If for any reason the SEB cannot be accomplished by the required time, units are still required to forward copies of the AFSPC Form 154 and AFSPC Form 155 to 20 AF/DOHV (either faxed or electronic) by the end of the second week of the new quarter. If adverse trends are noted between SEB periods, unit DOVs will notify 20 AF/DOHV.

3.4. Except where otherwise noted, H-1 Helicopter Flights (HFs) will comply with the provisions of this section, and are considered squadrons for purposes of this supplement. In HFs, the Chief of Stan/Eval reports directly to, and is rated by, the HF commander. **Note:** This does not apply to additional duty flight examiners.

3.4.8. The HF/CC designates SELOs in writing as an additional duty. Individuals filling the SELO position do not need to be flight examiners as this is largely an administrative function.

3.4.9. (Added) Convene periodic instructor/evaluator meetings to review training techniques, scheduling and procedures, and to identify both positive and negative trends within the unit. Content, frequency, and the OPR (either DOV or DOT) of unit instructor/evaluator meetings is at the discretion of the HF/CC. No formal minutes are required for these meetings. These meetings should be in addition to the more “formal” Quarterly Stan/Eval Meetings.

3.5.2. Flight examiner appointment procedures are described in Attachment 6 of this supplement.

3.5.3. Unit flight examiners must be assigned to the unit rather than attached to the unit. HQ AFSPC/DO is the waiver authority. (**Note:** Does not apply to HHQ flight examiners.) Aerial photographer (AP) flight examiners are not considered “attached” to the HF and will maintain a DOV office, with all DOV responsibilities, in their respective squadrons.

3.5.6. Flight examiners will not administer SPOT evaluations outside of their aircrew specialty.

3.5.7. Requesting and approval authority is HQ AFSPC/DOMH. HF commanders are the requesting and approving authority for examiners to give evaluations outside their units, but within AFSPC.

3.5.8.1. The pre-mission brief includes a review of the evaluation grade sheet explaining the required areas for the evaluation, a discussion of specific crew duties/responsibilities and a review of the critical subareas. For evaluations completing an upgrade, review the training folder and ensure all ground and flying requirements are met and the DO review is complete, prior to flight. The flight examiner will debrief the examinee on all aspects of the evaluation and ensure the examinee understands the overall grade, remarks and recommendations entered on the AF Form 8, **Certificate of Aircrew Qualification**.

3.5.8.2. If the aircraft commander is incompetent or otherwise incapacitated and safe flight is jeopardized, the flight examiner will designate her/himself, or if she/he is not at a set of controls, another fully qualified aircraft commander, in command. Advise the aircraft commander and crew. During any evaluation, flight examiners witnessing significant deviations and/or unsafe airmanship in crew positions in which they are not qualified will report the incident(s) to the unit commander. The commander will take appropriate corrective action. AF Form 8 action is limited to commander directed downgrades for cause as described in paragraph 6.1.7.

3.5.8.3. The flight examiner will debrief the unit/flight commander and/or operations officer after each flight evaluation. Debrief of HF/CC and/or HF/DO may be conducted the day following the flight evaluation, if necessary. This debrief may be conducted over the telephone. For Higher Headquarters personnel receiving flight evaluations, the flight evaluator will debrief AFSPC/DOMH or 20 AF/DOH, as applicable.

4.1. No flight examiner will evaluate their rater. Higher echelon flight examiners will administer evaluations to lower echelon flight examiners. HHQ flight examiners administer all HF commander, chief of stan/eval and stan/eval flight engineer examiner evaluations. See **Table 1. (Added)** for detailed breakdown of evaluation execution guidance and subsequent AF Form 8 completion.

4.2. Do not change an evaluation into a training flight. This does not preclude accomplishing training after the evaluation is complete. Corrective action for a subarea graded Q-/U may be accomplished after the evaluation is finished. This should not be accomplished when the examinee's performance requires significant additional training.

4.3.1. To the greatest extent possible, instrument evaluations should include at least one approach at an airfield other than home station.

4.3.3. To the greatest extent possible, mission evaluations should reflect actual HF mission taskings. The flight examiner provides the examinee with flight planning requirements or a mission scenario when one is required.

4.3.3.1. (Added) Initial mission evaluations will include all mission areas in the formal course SOI. Recurring mission evaluations will include a representative sample of unit missions and aircrew qualifications with emphasis on more complex mission areas. In addition, commanders may use N/N and/or SPOT evaluations to supplement recurring mission evaluation requirements to observe mission areas not evaluated. Specific requirements for mission evaluations will be outlined in AFI 11-2H-1, Volume 2.

4.3.4. Initial Instructor (INIT INSTR) evaluation flights must meet the minimum crew complement (i.e., if an instructor would normally be required on a given flight profile, the crew position must be filled by a qualified instructor). The initial instructor examinee is not considered a qualified instructor until after the evaluation flight is successfully completed. The evaluation will consist of a sample of qualification, instrument (pilot) and mission subareas. An INIT INSTR evaluation may consist of one or a series of flights. The flight examiner will determine the specific subareas for evaluation. The emphasis on an initial instructor evaluation should be on examinee demonstration of instructional capability. This does not preclude update of a required periodic evaluation if all required flight phase requirements are completed during the instructor flight evaluation and the examinee subsequently completes all ground phase requirements for the evaluation within the specified period. Label the evaluation appropriately (EXAMPLE: "INIT INSTR/MSN"). Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the HF commander concurs.

4.4.3. The flight examiner will notify the examinee no later than brief time.

4.5.2. Do not plan to schedule individuals to update periodic evaluations in conjunction with upgrade training program end-of-training evaluations unless the end-of-training evaluation is forecasted to occur in the first 4 months of the eligibility period. If the training program is scheduled to end in the last two months of the eligibility period, the crewmember will be given any required evaluations prior to beginning the upgrade program. Waiver authority for this provision is 20 AF/DOH. Units will not intentionally allow crewmembers to go overdue for a checkride.

4.6. For scheduled evaluations, requisites should be accomplished prior to the evaluation to the maximum extent possible.

4.6.3. An open book examination, closed book examination, EPE, and Boldface examination are required for initial and recurring mission evaluations. For specific requirements, refer to AFI 11-2H-1 Volume. 2.

4.6.4. Requisites accomplished for one evaluation will not be counted for any other evaluation regardless of when those requisites were accomplished.

4.7. Unit DOVs will develop and maintain written evaluation profiles for use on MSN evaluations. Flight Examiners may develop additional profiles for use in evaluations, provided that required subareas are included. For QUAL/INSTM evaluations, the AF Form 4068, **H-1 Helicopter Crewmember Flight Evaluation**, may be used as the evaluation profile.

4.8.4. When a required area is verbally evaluated, the flight examiner will explain why the area could not be accomplished in flight in the comments on the AF Form 8.

4.9.1.2.4. (Added) Aircrew members receiving a Q-2 will continue to fly as a qualified crewmember while satisfying any additional training requirements.

4.9.1.2.5. (Added) If the Q-2 was assigned for an evaluation completing an upgrade, the examinee will not fly in the new qualification until the additional training has been completed to clear the Q-2.

4.9.1.2.6. (Added) An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until additional training is successfully accomplished.

4.9.3. Pilots and flight engineers are responsible for all Bold Face/Critical Action Procedures.

4.10. Additional training may consist of verbal instruction, ground training or actual flight(s). The flight examiner will specify recommended additional training requirements in the comments on the AF Form 8. Unit commanders will make the final determination as to the actual additional training assigned, and will make every effort to complete any additional training as soon as possible.

4.10.1. (Added) The instructor completing the training will make a comment on the AF Form 8 indicating that additional training was accomplished. Create a heading titled "Additional Training," describe the training accomplished and proficiency attained and conclude with a signature block right of center on the page: First M. Last, Rank, Duty Title. If the same examiner accomplishes the second flight, separate comments are not required. Follow the example in AFI 11-202, Volume 2, Attachment 3 for Additional Examiner's Remarks.

5.2. Unit DOVs will maintain control of all requisite exams and answer sheets, including those for the IRC.

5.3.3. 20 AF/DOHV will review and update exams annually. HF DOVs discovering discrepancies on any exam or the MQF will immediately notify 20 AF/DOHV to ensure timely dissemination of information to other affected Hfs.

5.4. 20 AF/DOHV will develop all AFSPC H-1 Master Question Files (MQFs) and Secure Question Banks (SQBs). 20 AF DOHV will develop and distribute a minimum of two copies of each required exam to the units. These exams will be updated annually. Questions will be applicable to the examinee's crew position. Identify question sources on the cover sheet of each examination. 20 AF/DOHV will publish an index of the current MQFs and respective examinations. This index will be updated and distributed to respective HFs when changes warrant.

5.4.1.1. (Added) Each unit will develop a MSN SQB to include questions representative of HF local procedures and/or unique missions, which are not covered in 20 AF produced exams. The local SQBs will only be used to supplement (not replace) requisite open book exams. HF/DOVs will maintain any local SQBs and will not disseminate these banks to individual HF aircrew members. Unit DOVs will include a minimum of 10 additional local MSN SQB questions in the MSN Open exam. HFs will forward local SQBs to 20 AF/DOHV.

5.4.1.2. (Added) 20 AF/DOHV will develop and provide new 50-question QUAL open book exams annually for the following categories: pilots and flight engineers. Instructor pilots and instructor flight engineers will be given 20 additional questions as part of the same exam covering instructor duties and responsibilities.

5.4.1.3. (Added) 20 AF/DOHV will provide new 50 question MSN open book exams annually for the following categories: pilots and flight engineers. The examination questions will be taken from all appropriate AFSPC SQBs (remote, NVG, tactical, formation etc.). Units maintaining aircrew certifications (cargo sling, water operations, etc.) will include questions from the appropriate local SQBs in the Mission Open Book Exam, not to exceed 100 questions.

5.4.1.4. (Added) 20 AF DOHV will also provide one FCF Open Book exam and one Marshaling exam to AFSPC Hfs.

5.4.2. Closed book exams measure knowledge of essential information critical to the safe and effective operation of the aircraft. Qual closed book exams include questions related to aircraft limitations, systems, normal and emergency procedures, and cautions and warnings. MSN closed book exams include questions related to standard mission procedures. 20 AF DOHV will develop and distribute 25 question QUAL and MSN Closed book exams. Pilots and flight engineers may take the same QUAL closed book exam. Closed Book exam questions will be taken directly from the AFSPC QUAL and MSN MQFs.

5.4.2.1.2. 20 AF/DOHV will review the AFSPC MQFs annually and coordinate changes with HQ AFSPC/DOMH for dissemination to the HFs as necessary. HQ AFSPC/DOMH will disseminate AFSPC MQFs to other H-1 MAJCOMs annually with associated changes.

5.4.2.1.2.2. HFs will send edits and changes to 20 AF/DOHV for implementation. 20 AF/DOHV will forward the edits to HQ AFSPC/DOMH.

5.4.2.2. See paragraph 5.4.

5.6. 20 AF/DOHV will develop and distribute a new Instrument Exam to AFSPC HFs as required.

5.8. 20 AF/DOHV will develop and distribute a 25-question open book flight surgeon exam annually.

5.9. Helicopter Flights are encouraged to develop and administer periodic informal testing programs to enhance aircrew proficiency. Periodic testing should cover a cross-section of general knowledge and be representative of unit missions to identify deficiencies in unit aircrew members. HFs will determine content, frequency and type (open or closed book) of periodic testing required. Disposition of those aircrew members failing to achieve a passing score on unit periodic tests is at the discretion of the HF/CC. MQFs may be used for informal periodic testing. Do not use the AFSPC (or unit developed) SQB for unit periodic examinations.

6.1. A single AF Form 8 may be used when more than one flight is necessary to complete an evaluation. More than one evaluation may be entered on the same AF Form 8 if they were completed on the same flight or day, and will be entered on one AF Form 8 if they are part of a formal mission upgrade syllabus.

For mission upgrades, the AF Form 8 is not complete, and the crewmember is not mission qualified until the last evaluation and all requisites are accomplished. Document mission upgrade programs with a single entry on the AF Form 942, **Record of Evaluation**.

6.1.2.2. Follow the example in AFI 11-202, Volume 2, Attachment 3. Use a one-line entry, e.g. 54 HF, Minot AFB, ND. For wing level attached aircrew put the home organization first, followed by the organization to which attached: E.g. 90 SW, 37 HF, F. E. Warren AFB WY. For HHQ personnel, use their organization and office symbol: E.g. 20 AF/DOHV, F. E. Warren AFB WY.

6.1.2.3. Follow the example in AFI 11-202, Volume 2, Attachment 3. Use UH-1N as the aircraft. Enter the examinee's highest qualification demonstrated during the evaluation. Acceptable crew position prefixes include U (unqualified), F (basic or non-mission qualified), M (mission qualified), and I (instructor). Acceptable crew position suffixes include C (copilot), F (flight engineer), P (pilot) and AP (photographer) (e.g. UH-1N/MC). **Note:** The E (flight examiner) prefix will only be used when demonstrated during the evaluation (e.g. SPOT evaluation).

6.1.3.1. When logging requisite checkride examinations in AFORMs, units will use the date of the Flight Evaluation (the flight phase) as the requisite exam date in order to maintain consistency in the tracking system.

6.1.3.1.1. (Added) QUAL/INSTM Evals. QUAL Open, QUAL Closed, Boldface, EPE, and IRC (use IRC to designate both the Instrument Open Book Exam and the IRC). QUAL Closed and Boldface may be combined on one line; Enter just QUAL Closed and the grade in this format: 100/Q, or 94/U/Q, 82/97/Q for failures and successful re-accomplishment.

6.1.3.1.2. (Added) MSN Evals. MSN Open, MSN Closed, Boldface/ and EPE. MSN Closed and Boldface may be combined on one line; Enter just MSN Closed and the grade in this format: 100/Q, or 94/U/Q, 82/97/Q for failures and successful re-accomplishment.

6.1.3.5. If a previously imposed restriction is lifted, explain in the comment section of the AF Form 8, but do not mark the restrictions box if there are no restrictions remaining.

6.1.3.8. The first sentence of item A, Mission Description, explains the purpose of the evaluation (i.e. update 17-month cycle). Follow with a brief description of the weather, mission, and other relevant facts. Explain why specific required subareas were not evaluated, or were evaluated verbally, and whether the commander (or operations officer) attended the debriefing or was verbally debriefed. When two or more flights (with different examiners) are required to complete an evaluation, include a separate "Examiner's remarks" section for each examiner. The first flight examiner must explain why the flight is incomplete, indicate what areas were incomplete, make appropriate comments and follow with a signature block right of center on the page: First, M.I., Last, Rank, Duty Title. If the same examiner accomplishes the second flight, separate comments are not required.

6.1.4.2. Use **Table 1. (Added)** in this supplement for AF Form 8 review/approval guidance. Personnel receiving evaluations away from home-station will have Form 8s reviewed by officers from their assigned unit. Exception: evaluations given at the formal schoolhouse will be reviewed/approved by schoolhouse personnel.

**Table 1. (Added) H-1 Evaluation/AF Form 8 Guidance.**

	<b>Examinee</b>	<b>Evaluator</b>	<b>Reviewing Officer</b>	<b>Approving Officer</b>
<b>1</b>	Assigned to Helicopter Flight	Any Qualified Flight Examiner	HF/DOV	HF/CC
<b>2</b>	HF/DO	HF/DOV or HHQ flight examiner	HF/DOV	HF/CC
<b>3</b>	HF/CC	HHQ Flight Examiner	HF/DOV	OG/CC
<b>4</b>	HF/DOV	HHQ Flight Examiner	HF/DOV	HF/CC
<b>5</b>	SW/SEF	Any Qualified Pilot Flight Examiner	HF/DOV	HF/CC
<b>6</b>	20 AF/DOHV	Any Qualified Pilot Flight Examiner	20 AF/DOHV	20 AF/DOH
<b>7</b>	20 AF/DOH	Any Qualified Pilot Flight Examiner	20 AF/DOHV	20 AF/DO
<b>8</b>	20 AF/DOHF	Any Qualified FE Flight Examiner	20 AF/DOHV	20 AF/DOH
<b>9</b>	Other 20 AF Aircrew	Any Qualified Flight Examiner	20 AF/DOHV	20 AF/DOH
<b>10</b>	Aerial Photographer	Any Qualified Aerial Photographer Flight Examiner	AP/DOV	SCS/CC
<b>*Note:</b> Table 1 serves as a guide for evaluation execution and AF Form 8 completion. Waivers to the above guidance will be coordinated with HQ AFSPC/DOMH.				

6.1.4.3. The AF Form 8 “Organization block” for the flight examiner, reviewing officer and final approving officer will consist of organization and office symbol (i.e. 54 HF/CC, 37 HF/DOV, 76 HF/DO etc.).

6.1.4.3.1. (Added) The Date block for the Flight Examiner, Reviewing Official, Final Approving Official and examinee will be filled in by the individual signing the corresponding signature block. Do not type the date into the block. The date is considered to be part of the individual’s signature.

6.1.5. The completed AF Form 4068 with an overall grade written and the flight examiner’s signature on it, can serve as a temporary record until the AF Form 8 and all phases of the evaluation are completed.

6.1.7. Do not administratively downgrade incoming personnel qualified in the same MDS from their current aircrew qualification. Place a Memo for Record in the FEF in Section 2 stating the capacity in which the inbound crewmember will be acting. Reflect this restriction in the unit Go/No Go book (letter of X’s). Remove or change the MFR as the individual meets unit requirements to be qualified/certified in their aircrew qualification and in the unit mission.

6.1.7.4. (Added) Commanders will determine the type and amount of training and/or evaluations required to restore the individual to the previous qualification or an intermediate level. All training will be documented in a training folder. Commanders may use an existing formal course SOI or one locally developed. Notify 20 AF/DOH of intended course of action.



6.2. The host unit Stan/Eval office will maintain FEFs for attached personnel. Exception: Headquarters AFSPC flight examiners may maintain their own FEFs at their duty stations. Aerial photographers FEFs will be maintained in their DOV office.

6.3.1. The FCIF consists of instructions and technical orders. Locate the FCIF where it is readily accessible to aircrews for flight planning. Volumes from the FCIF are not to be removed unless signed out using an AF Form 614, **Charge Out Record**. The FCIF serves as the master copy for aircrew publications and must be accurately posted. Do not maintain FCIF library publications in other offices. Publications issued to aircrew members must mirror the FCIF. If required publications are on order, place a Memo for Record in the appropriate locations in the library binders, and write-in "on order" after the title of the publication in the FCIF index.

6.3.2. 20 AF/DOHV publishes an FCIF Index of Publications quarterly and provides periodic updates as required. The index includes the number, title and effective date of required publications, along with effective dates of the most recent supplements, changes or messages and a list of required forms with most current date. 20 AF/DOHV designates which publications require printed copies in the FCIF. Units use the 20 AF/DOHV index as a minimum and file it in Part A of Volume I (Current Read File). Include any unit additions to the FCIF in the provided index. Aerial photographers will incorporate their publications into their respective HF FCIF library.

6.3.3.2. Volume I, Current Read File. Part A consists of the Table of Contents for the FCIF. Part B consists of all the current AFSPC Form 80(s), **Flight Crew Information File**. Part C contains the current 20 AF FCB. Part D (if used) is the Unit Read File.

6.3.3.2.1. (Added) Part A of Volume I (Table of Contents) consists of the 20 AF provided index and any local additions to the FCIF.

6.3.3.2.2. (Added) Part B of Volume I will include the FCIF AFSPC Form 80 Index and all AFSPC Form 80s. Unit DOVs are the OPR for the AFSPC Form 80. AFSPC Form 80 entries will not exceed 3 months, however, if the information is still pertinent after 3 months and not carried into the 20 AF/FCB, a new AFSPC Form 80 may be reissued as directed by HHQ. At their discretion, Unit DOVs may reissue FCIFs upon expiration unless specifically directed to remove the FCIF by HHQ. Make read file entries under the following circumstances: any time a publication in the FCIF is added, changed or deleted; for Safety Meeting Minutes; to inform crewmembers of the latest hazards affecting the local flying area (i.e. CHUM); when a new FCB is posted; and for any critical information affecting flying operations needing dissemination to aircrew members prior to flight. MAJCOM or NAF may direct unit DOVs to post certain information in the read file. Such information will be posted within one working day of posting date, unless otherwise stated in the accompanying message.

6.3.3.2.2.1. (Added) Unit Stan/Eval will maintain an FCIF AFSPC Form 80 Index. Use AF Form 3126, **General Purpose**, electronic version. Label the title block, FCIF AFSPC Form 80 Index. Label the topic blocks, Subject, Index Number, Date Posted, Withdrawal Date, and Removed By. Maintain this form in the front of Part B. Use each form until full, and all FCIFs are withdrawn.

6.3.3.2.2.2. (Added) Use the AFSPC Form 80 as a cover sheet for all FCIFs. The body of the FCIF can be transferred to the front of the Form 80 or carried as an attachment behind the Form 80. If there are multiple topics from one originator, use one AFSPC Form 80. If there are multiple originators, use one AFSPC Form 80 per originator.

6.3.3.2.2.2.1. (Added) Date. Enter the date the FCIF was released by the originator.

6.3.3.2.2.2.2. (Added) From. Enter organization and office symbol of the originator of the FCIF (AFSPC/DOMH, 20 AF/DOHV or unit/CC or DOV). Ensure this matches the FCIF AFSPC Form 80 Index, released by section.

6.3.3.2.2.2.3. (Added) To. Enter the affected unit or organization (i.e. 54 HF).

6.3.3.2.2.2.4. (Added) Subject. Enter the subject or title of the FCIF. Ensure this matches the FCIF AFSPC Form 80 Index.

6.3.3.2.2.2.5. (Added) Authority. Enter the organization and office symbol of the office that tasks the FCIF to be posted. This will be HQ AFSPC/DOMH, 20 AF/DOHV or unit/DOV.

6.3.3.2.2.2.6. (Added) Posting Date/Time. Enter the date the FCIF was posted and the time it went into effect (12 Jul 01 / 0001L). Times will be local. Ensure the date matches the FCIF AFSPC Form 80 Index.

6.3.3.2.2.2.7. (Added) Withdrawal Date. Enter a date, not to exceed 3 months. Once this date is established, it is a “no later than” date. Items may be removed earlier than the withdrawal date if needed. Ensure this matches the FCIF AFSPC Form 80 Index.

6.3.3.2.2.2.8. (Added) Design Aircraft. UH-1N.

6.3.3.2.2.2.9. (Added) Index Number. Enter the last two digits of the current year follow by a chronological number for the FCIF (i.e. 01-09, 01-10, 01-11, etc.). Ensure this matches the FCIF AFSPC Form 80 Index.

6.3.3.2.2.2.10. (Added) Crew Position. Enter either ALL or the crew positions’ to which the FCIF applies (i.e., P, FE, AP and/or FS).

6.3.3.2.2.2.11. (Added) All FCIFs with publication changes will be posted IAW **AFI 33-360 Volume 1, Publications Management Program**. The FCIF is considered a HHQ Supplement and will be formatted as directed. Write the unit FCIF number in the margin (in place of the supplement number and issuing headquarters). A copy of the FCIF will be maintained behind the affected publication.

6.3.3.2.2.2.12. (Added) When the FCIF is incorporated into the FCB, replace all FCIF references to the change in the affected publication with “20 AF FCB,” unless directed otherwise. The FCB will carry the effective dates of the FCIF as a reference. Replace the FCIF posted behind the affected publication with the appropriate FCB attachment sheet.

6.3.3.2.3. (Added) Part C of Volume I is the 20 AF FCB. The 20 AF FCB is published quarterly with the FCIF index. It contains information that was contained in the FCIF, but has not yet been included in published guidance. Follow the posting guidance included in the FCB. Unit DOVs will post FCBs within one working day of posting date.

6.3.3.2.4. (Added) Part D of Volume 1 may be used as a unit-specific read file. This read file should be used to disseminate information to aircrews that is temporary and not of a critical go/no-go nature.

6.3.3.3. Volumes II–V are not waived for any AFSPC unit, even if participating in a special training exercise.

6.4. HF crewmember positive control go/no-go procedures will include, but are not limited to, the following: current FCIF review, medical clearance, currency and required qualification/certification for the intended mission. Aircraft commanders are responsible for ensuring all crewmembers have met all requirements prior to flight.

6.4.1. (Added) AFSPC Form 81, **FCIF Currency Record**. The AFSPC Form 81 documents aircrew review of the FCIF and the Current Read File. Aircrew members must review the volumes of the FCIF and initial the AFSPC Form 81 before their first flight. Entries may be made in pen or pencil. Prior to each flight, aircrew members review the Current Read File for new entries and enter the latest entry number and their initials on the AFSPC Form 81. Their initials indicate that they have read, understood and will comply with the new FCIF. At the beginning of a new calendar year, replace with a new card. The first entry will represent a comprehensive review of all existing entries. Indicate Current Read File review for crewmembers not assigned/attached on the flight authorization with the latest entry number and initials.

6.4.2. (Added) Units must establish procedures to ensure FCIF review for aircrews operating away from home station.

6.4.3. (Added) Aircraft commanders are responsible for ensuring all crewmembers review the FCIF. When additional aircrews join enroute, they will be briefed on all applicable items.

7. Unit supplements to this instruction will address procedures for implementation of this instruction. Specifically, the contents will include, but are not limited to, local procedures that address the following: HF aircrew testing program (to include procedures for failed exams), trends tracking program, review and quality control of AF Forms 8, crewmember go/no go procedures, the commander's no-notice program, and local evaluation profiles description. Unit supplements will not be less restrictive than this \*instruction. Forward copies of unit supplements to HQ AFSPC/DOMH and 20 AF/DOHV.

8.1. (Added) AFSPC 80, **Flight Crew Information File**.

8.2. (Added) AFSPC 81, **FCIF Currency Record**.

8.3. (Added) AFSPC 154, **Aircrew Evaluation Data**.

8.4. (Added) AFSPC 155, **Aircrew Testing Data**.

**A4.2.1.1.** For a single AF Form 8 which contains multiple mission upgrade evaluations, make only one entry on the AF Form 942 to reflect completion of the upgrade. The date on the AF Form 942 will be the latest completion date (ground or flight phase) of the evaluation not including additional training.

**A4.2.1.5. (Added)** AF Form 1381, **USAF Certification Of Aircrew Training**. The AF Form 1381 is filed behind the last AF Form 942 on the left side of the FEF. The AF Form 1381 is used to document one-time aircrew certifications that do not require a recurring flight evaluation (i.e. Low Light Certification, Functional Check Flight, Water Operations and other unit specific missions (AFI 11-2H-1, Volume 1, *H-1 Helicopter Aircrew Training*)). Make a new entry on the AF Form 1381 stating the loss of certification whenever a crewmember is non-current in any certified event for more than 6 months, or fails a flight evaluation IAW the provisions of AFI 11-2H-1 Volume 1. If a crewmember fails a Mission Evaluation, the HF/CC will determine whether the crewmember needs to be decertified in any mission certifications. Strongly consider whether lack of knowledge or ability in the certification event contributed to the failure. Recertifications will be conducted IAW the provisions of AFI 11-2H-1 Volume 1.

**A4.2.1.5.1. (Added)** Name and SSN. Enter the individual's name (last name, first, and middle initial) followed by their social security number.

**A4.2.1.5.2. (Added)** Training Requirement/Subject Title. Enter the certification as it appears in Table 1 of AFI 11-2H-1, Volume 1, *H-1 Helicopter Aircrew Training*. If the entry is made due to loss of a certi-

fication, enter “Loss of Certification” and why in the same block (i.e. Sling Operations, Loss of Certification (non-current)).

**A4.2.1.5.3. (Added)** Date Completed. Enter the date the training was completed.

**A4.2.1.5.4. (Added)** Certifying Official/Organization. The unit final approving officer is the certifying official for the AF Form 1381. Enter on the bottom of the block the name of the certifying official (first name, middle initial, last name) followed with their rank and office symbol. This format should be consistent with the signature block on the AF Form 8. Have the certifying official sign above their name.

**A4.2.1.6. (Added)** Flight Examiner Letter of Appointment. The completed letter documents the flight examiner upgrade and commander appointment. File this letter behind the AF Form 1381. When the appointment is no longer valid (i.e., PCS or removal), remove the letter from the FEF. The individual’s appropriate final approving officer in Table 1 of this supplement will sign the letter. Do not retain the Flight Examiner Appointment Letter if the appointment is no longer valid. Return the letter to the individual.

**A4.2.2.** A Memo for Record will be used to document an individual’s qualification restrictions upon arrival to the unit. Place the memo on the right side of the FEF in chronological order with the AF Forms 8. The MFR will be updated or removed as the individual gains the applicable qualifications.

**A4.4.** The gaining unit DOV will review the FEF for all newly assigned personnel prior to the first flight. Determine the individual’s current qualification, any required training and document any FEF discrepancies. The initial review is documented by completing a one-line entry stating “FEF Review.” Accomplish the annual review during unit-specified intervals based on month of arrival, birth month, unit reference month or some other method. Document the specified time interval in the DOV continuity folder and record the annual reviews on the AF Form 942. By stating “Annual Review” Typographical and other minor errors can be changed in pen and ink. Substantial errors will be documented with a memo for record, Complete any required memos for record during the initial review.

**A4.4.1. (Added)** Building an FEF. When an individual reports to their first operational flying organization, DOV will build the individual’s FEF and accomplish the initial review. Follow A4.3. to construct the folder, and use the original AF Form 8s supplied from the schoolhouse.

**A4.4.1.1. (Added)** Document all certifications on an AF Form 1381. Commanders may accept an existing AF Form 1381, and accept prior certifications IAW AFI 11-2H-1 Volume 1. If a new AF Form 1381 is desired, the commander may include prior certifications and sign them off using the date the AF Form 1381 is processed at the gaining unit. Unit commanders will decertify individuals in any UH-1N certification requiring currency that is not maintained at the unit. Do not discard old AF Form 1381s from other MWS. Place the new AF Form 1381 on top of the old one.

**A4.4.1.2. (Added)** If the individual reported to the operational unit prior to attending the schoolhouse, make one entry on the AF Form 942 specifying assigned (or attached), and indicating the operational unit and report date [i.e., Assigned 40 HF, 26 May 2001, (AFSPC)]. Document the schoolhouse flight evaluations under the “assigned” comment. If the individual went to the schoolhouse prior to reporting to the operational unit, make two separate entries. The first entry reflects the schoolhouse [i.e., Attached 58 SOW, 9 June 2001, (AETC)]. Follow this with the information from the schoolhouse AF Form 8s. The second entry is for the operational unit to which the individual is assigned [i.e., Assigned 40 HF, 29 Aug 2001, (AFSPC)].

## Attachment 7 (Added)

## FLIGHT EXAMINER APPOINTMENT MEMO

Figure A7.1. Memo.

MEMORANDUM FOR HF/CC

FROM: HF/DOV

SUBJECT: Flight Examiner Appointment Memo

UPGRADER'S INITIALS/DATE COMPLETED

1. Stan/Eval Orientation: (Training to be conducted by the current Chief of Stan/Eval unless otherwise indicated.).

- a. Commander's introduction and review of Stan/Eval mission, philosophy, duties and responsibilities (HF/CC).
- b. Thorough review of **AFI 11-202 V2**, **AFI 11-2H-1 V2**, as supplemented and grade sheets.
- c. Introduction to administrative procedures including AF Form 8 preparation, testing procedures, FCIF procedures and the DOV continuity book.
- d. Thorough review of all elements on HHQ aircrew standardization and evaluation inspection checklist(s).


2. Flight Evaluations: (Training to be conducted by a current examiner. Training is not required for previously qualified flight examiners at the unit commander/final approving officer's discretion.)

- a. Observe a complete flight evaluation, to include the publications check, EPE, briefing, evaluation, debriefing and administrative paperwork.
- b. Demonstrate a complete flight evaluation to include forms completion, under the supervision of a current examiner.


3. Appointment:

I appoint \_\_\_\_\_ as a qualified flight examiner for

\_\_\_\_\_ (unit) effective \_\_\_\_\_ (date).

HF Commander/Final Approving Officer

HOWARD J. MITCHELL, Maj Gen, USAF  
Director of Operations